

**BUILDING INSPECTOR I
BUILDING INSPECTOR II**

DEFINITION

To perform on-site inspection to determine compliance with building, plumbing, mechanical, electrical, and housing codes and other governing laws and ordinances including basic zoning, grading, and flood zone regulations; to determine adherence with the approved plans; to check plans and specifications; and to issue building permits and respond to inquiries from the public.

DISTINGUISHING CHARACTERISTICS

Building Inspector I: This is the entry level class in the Building Inspector series. This class is distinguished from the Building Inspector II series by the performance of the more routine tasks and duties assigned to positions within this series. Employees at this level are not expected to perform with the same independence of direction and judgement on matters related to established procedures and guidelines as are positions allocated to the II level. Since this class is typically used as a training class, employees may have only limited or no directly related work experience. Employees work under general supervision while learning job tasks.

Building Inspector II: This is the full journey level class within the Building Inspector series. This class is distinguished from the Building Inspector I by the assignment of the full range of duties assigned. Employees at this level receive only occasional instruction or assistance as new or unusual situations arise and they are fully aware of the operating procedures and policies within the work unit. Positions in this class are flexibly staffed and are normally filled by advancement from the I level.

SUPERVISION RECEIVED AND EXERCISED

Building Inspector I

Receives general supervision from the Chief Building Official.

Building Inspector II

Receives direction from the Chief Building Official.

May exercise technical supervision over less experienced staff.

EXAMPLES OF DUTIES – *Essential functions may include, but are not limited to, the following:*

Perform field inspections of building construction, plumbing, mechanical, and electrical installations in residential and commercial buildings to verify compliance with applicable codes and the approved plan.

Check plans for new construction, or alterations or remodeling for existing structures; to ensure compliance with pertinent codes and accepted engineering practices.

Perform inspection of existing buildings for new business occupancies.

Review plans and applications for building permits; issue building permits; issue certificate of occupancy.

Confer with architects, contractors, builders, and the general public in the field, office, and at the counter; explain and interpret requirements and restrictions.

Maintain inspection or permit file; submit inspection reports as required; perform office duties as necessary.

Investigate violations and complaints; recommend alternatives to supervisor.

Participate in training program for inspectors; keep current on new codes, ordinances, laws, and amendments.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

Approved and modern methods, materials, tools, and safety used in building construction.

Basic building code requirements.

Building safety standards.

MINIMUM QUALIFICATIONS

Building Inspector I

Ability to:

Increase knowledge of building and related codes and ordinances enforceable by the City, specifically: Uniform Building Code, Uniform Plumbing Code, Uniform Mechanical Code, National Electrical Code, State Housing Law, basic zoning, grading, and flood zone regulations.

Read, understand, and interpret construction blueprints, plans and specifications.

Learn to inspect and analyze standard building construction and identify code violations.

Prepare accurate and precise reports and records.

Perform assigned duties on construction sites.

Communicate clearly and concisely, both orally and in writing.

Use safe work practices.

Establish and maintain effective working relationships with those contacted in the course of work.

Experience and Training

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities is:

Experience:

Two years of experience in the journey level trades or as a contractor in a variety of building construction activities.

Training:

Equivalent to the completion of the twelfth grade supplemented by coursework in building inspection or a related field.

License or Certificate:

Possession of, or ability to obtain, an appropriate California driver's license.

Building Inspector II

In addition to the qualifications for Building Inspector I:

Knowledge of:

Building and related codes and ordinances enforceable by the City, specifically: Uniform Building Code, Uniform Plumbing Code, Uniform Mechanical Code, National Electrical Code, State Housing Law, basic zoning, grading, and flood zone requirements.

Ability to:

Read, understand and interpret construction blueprints, plans and specifications.

Inspect and analyze standard building construction and identify code violations.

Experience and Training

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities is:

Experience:

Eighteen months to two years of experience performing duties comparable to that of Building Inspector I in the City of Rocklin.

Training:

Equivalent to the completion of the twelfth grade supplemented by coursework in building inspection or a related field.

License or Certificate:

Possession of, or ability to obtain, an appropriate California driver's license.

Possession of an ICBO or equivalent certificate as a Building Inspector or Combination Inspector.